

## **Questionnaire to Japanese Trading Companies**

Company name

Answer date: MM/DD/2019

Please answer the following questions.

If situations are different based on the department, product, etc., please provide a description of each situation separately (for example, the situations regarding energy, chemicals, and apparel). (If necessary, you can use a separate answer sheet for each department or product.)

### **1. Regarding human rights policy**

1-1 Does your company have a human rights policy?

1-2 Does your human rights policy explicitly mention international human rights standards, such as the Universal Declaration of Human Rights, the ILO's Core Labor Standards, and the UN Guiding Principles on Business and Human Rights?

1-3 Does your human rights policy express your attitude when doing business in a country or region where international human rights standards are not always complied?

1-4 Does the human rights policy specify the implementation system for the policy (especially responsibilities of a board of directors)? Alternatively, if the implementation system is stated in another policy or elsewhere on your website, please provide the link here.

1-5 Please provide a link here where you clearly state records of your internal training in relation to human rights policies.

### **2. Measures to ensure that suppliers implement human rights policies**

2-1 Do you require business partners, including suppliers, to respect your human rights policy?

If you have another policy (for example, a procurement policy) that specifies it, please provide a link here.

2-2 Please describe the actions you have taken so far to have your suppliers know and comply with

your sourcing policy and code of conduct.

2-3 How do you make sure that your suppliers respect human rights? (Multiple answers are allowed.)

- Conduct regular audits
- Request a third party to perform regular audits
- Conduct audits only when deemed necessary
- Conduct no checks
- Other (please describe freely)

2-4 If your answer to question 2-3 is “Conduct audits only when deemed necessary” or “Conduct no checks”, please explain the background for that treatment.

### **3. Conducting human rights due diligence on supply chains**

3-1 Do you conduct human rights due diligence on supply chains? (Choose from the options below.)

- Yes → Please answer questions 3-2 to 3-4.
- Partially yes → Please answer question 3-5.
- No → Please answer question 3-6.

3-2 If you conduct human rights due diligence, please provide the link here where you explain the process of it.

3-3 If you conduct human rights due diligence, have you disclosed the results of your due diligence conducted so far (e.g., a human rights risk assessment such as a survey of specific businesses and countries regarding their risks of adverse impacts on human rights, a selection of risks to be prioritized, etc.)?

3-4 If you have not disclosed the results of your due diligence, please explain why.

3-5 If you conduct human rights due diligence partially, for what percentage of your overall business you are conducting (or have conducted) due diligence? Also, what are the considerations you use and the background for choosing whom to conduct due diligence on?

3-6 If you do not conduct human rights due diligence, please explain the background for that.

#### **4. Disclosure of audit information**

If you audit suppliers (including using a third party to audit), have you disclosed the audit results?

#### **5. Disclosure of supplier information**

5-1 To what extent you are aware of your product suppliers?

- 1st tier
- 2nd tier
- 3rd tier
- 4th tier and above

5-2 Do you disclose your supplier list?

- Yes
- Partially yes
- Please specify the scope. ( )
- No

#### **6. The ratio of female executive officers and managers**

6-1 What is the percentage of female executive officers and managers currently in your company?

6-2 Please provide a link here where you specify your policies and plans to increase the ratio of female executive officers and managers.

#### **7. Child labor**

What measures have you taken to eliminate child labor from your production processes? If the measures are stated in detail on your website, please provide the link here.

#### **8. Forced labor, human trafficking**

What measures have you taken to eliminate forced labor and human trafficking from your production processes? If the measures are stated in detail on your website, please provide a link here.

#### **9. Occupational health and safety**

Please provide a link here where you describe ways of ensuring safety and sanitation in your

production processes in detail.

#### **10. Environment**

How do you deal with environmental contamination or the usage of harmful chemicals in your production processes?

#### **11. Technical intern trainees**

11-1 Do you have any business partners, including domestic suppliers, who employ technical intern trainees?

11-2 If yes, how do you prevent human rights violations against them from occurring?

11-3 If you don't know whether technical intern trainees are employed by your business partners, including domestic suppliers, why is that?

#### **12. Living wages**

How do you ensure living wages for your business partners including suppliers?

#### **13. Discrimination and harassment**

13-1 Do you have any policies which prohibit discrimination and harassment based on gender, nationality or race and that ensure reasonable accommodation for persons with disabilities?

13-2 What kind of actions do you carry out to prohibit discrimination and harassment based on gender, nationality, race or disability?

#### **14. Process for remedy**

14-1 How have you responded to cases when human rights issues were discovered in one of your suppliers?

- Had a dialogue with suppliers and ask for improvement
- Suspended contract with suppliers
- Nothing special was done
- No human rights issues have been discovered

14-2 Do you disclose information on measures you have taken in cases where you have asked suppliers for improvement or suspended their contracts?

- Yes
- No
- If yes, please provide a link.

**15. Access to remedy / Grievance mechanism**

15-1 Do you have any grievance mechanism which enables those who have had their human rights affected by corporate activities to report them and seek a remedy?

15-2 If yes, please indicate whether business partners including suppliers can use it?

15-3 Please indicate whether local people in operating countries who are affected can use it?

15-4 What languages are available for the grievance mechanism?

15-5 Do you disclose information on the grievance mechanism's process, including the methods of reporting, its procedures, and the number of cases which are reported and resolved?

**16. Stakeholder engagement**

16-1 Have you conducted stakeholder engagement?

- Yes
- No

16-2 If yes, with whom have you had it?

- NGOs
- Local people
- Investors
- Others

16-3 If yes, how do you bring what you discuss in stakeholder engagements back to management?

**17. Other**